**Australian International School Singapore**

**Library Fact Sheet**

**🙝 How to Construct a Bibliography 🙟**

* **– Harvard System –**

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| --- | --- |
| What is a bibliography? | |
|  A bibliography is an alphabetical list of the sources - books, magazines, newspapers, CD-ROMs, Internet, interviews, etc. - that we have used to prepare a piece of work.   It is attached to the end of an assignment in alphabetical order. Information is taken from a work’s title page and its verso (reverse side). | | | |
| Why do we write bibliographies? | |
|  To acknowledge our sources.   To give our readers information to identify and consult our sources. Bibliographies  To make sure our information is accurate. |
| What if we don't include a bibliography? | | |
|  We may be accused of plagiarism (that is, stealing another person's ideas or writing).   If so, we may lose some or all of the marks for an assignment or a course. | |  | | |

Bibliographic information is alphabetically presented in the following order:

* Author’s surname and initials or given name (full stops after each initial)
* Year of publication in brackets
* Title of article
* Title of publication i.e., book, periodical etc. (italicised [if typed] or underlined [if handwritten]).
* Volume number or numbers of volumes if applicable
* Edition, if applicable
* Editor, compiler or selector, if other than the author
* Place of publication
* Page number or number, if applicable (full stop last).

Book Example: Berger,G. (1990), *Violence and Sports*, Franklin Watts, New York.

**Abbreviations used in bibliographies**

|  |  |  |
| --- | --- | --- |
| ed. | = | editor |
| comp | = | compiler or selector |
| et al. | = | and others (Latin) |
| p. | = | page |
| pp. | = | pages |

1. **Book: one author**

Berger,G. (1990), *Violence and Sports*, Franklin Watts, New York.

1. **Book: two authors**

Wintour, J.M. and Wintour, J.A. (1987), *Enjoying Science. Book1*, Jacaranda Press, Milton, Qld.

1. **Book: three authors**

Geason, S. Wilson, P.R. and Austin, G.A. (1990), *Preventing Graffiti and Vandalism*, Australian Institute of Criminology, Canberra.

1. **Book: more than three authors**

Nicholls, G. et al. (1994), *Images of Australian History*, Thomas Nelson, Melbourne.

1. **Book: editor or complier as ‘author’**

Healey, K. (ed.) (1993), *Human Rights*, Spinney Press, Wentworth Falls, N.S.W.

1. **Book: component part by one author in a work edited, selected or compiled by another author**

Booth, D. (1994), ‘Swimming, Surfing, and Surf Lifesaving’ in Vamplew, W. and Stoddart, B. (ed.) *Sport in Australia: A Social History*, Cambridge University Press, Cambridge, pp. 231-254

1. **Book: no author or editor known**

*Job Seeking Skills* (1994), Open Training and Education, Redfern, N.S.W.

1. **Book: edition other than the first**

Stowell, R. and Bentley, L. (1993), *New Wave Geography 1*, 2nd ed., Jacaranda Press, Milton, QLD.

1. **Book: corporate author**

Corporate authorship occurs when, for example, a society, association, institution, firm, government department or other corporate body is responsible for the writing of the work.

Criminal Justice Commission (1993), *Statement of Affairs*, Toowong, QLD.

1. **Book: one volume from a multi-volume work with one author and title for the complete work and a subtitle for each volume**

Wright, D.K. (1989), *War In Vietnam Book II – A Wider War*, Children’s Press, Chicago.

1. **Encyclopedia articles in book form**
2. **Author given**  
   Rosenthal, E. (1991), ‘Discrimination’, *Grolier Academic Encyclopedia*, Vol, 6, p. 190.
3. **No author given**  
   ‘Diving’ (1991), *Grolier Academic Encyclopedia*, Vol. 6, p. 203.

Volumes numbered in Roman Numerals (e.g. I, II, III, … XII)  
Hansford, B. (1991), ‘Justice in the United States’, *Encyclopaedia Britannica*, Vol. XV, pp. 598-603.

**12. Periodical, journal or magazine articles**

1. Young, M. (1993), ‘Ecotourism’, Issues, No. 23, pp.2-7.
2. Innocent, C. (1995), ‘Sick Birds Give Quarantine the Slip’, *Geo Australia*, Vol, 17, No. 2, pp. 24-33.

Note that different journals are numbered or dated in various ways, e.g. Vol. 7, No. 2 or Jan 1995, or 11 March 1994 No 1968. You will generally find these details on the front cover or the contents page.

1. **Newspaper Articles**
2. **Author known**

Swanwick, J. (1995), ‘Smugglers target Fauna’, *Courier-Mail* (Brisbane), 14 January, p. 16.

1. **Author unknown**

‘Lizards Smuggled by Post’ (1995), *Courier-Mail* (Brisbane), 7 January, p.14.

1. **Audio Visual Items (eg Video, Slide, Overhead Transparency, Map, Chart)**
2. **No author given**

*The migrant experience: Are you fair dinkum?,* [Video], no date, Film Australia, Lindfield, N.S.W.

1. **If no publishing date is given (very often occurs with AV items)**

Write ‘no date’ instead of giving the year of publication as in example (a) above.

Note that the medium (type of resource) is specified in brackets after the title [e.g. video, slide, overhead transparency, chart, map etc.].

1. **Electronic Media (similar to audio visual items)**
2. **Author given**

Farmer, E.L. (1994), ‘Mao Tse-Tung’, [CD ROM], *New Grolier Multimedia Encyclopedia*.

1. **Corporate author given**

Central Intelligence Agency, (1990), ‘Jordan Statistical Profile’, [CD ROM], *Countries of the World*.

1. **Author not given**

‘Who’s Life Is it?’, (1989), [CD ROM], *Time Magazine and Compact Almanac*.

‘Australia’, (1992), [Computer Programme], *PC Globe*.

1. **Vertical File Items**

Give bibliographic details as indicated on the item or as in examples above. If no details are given in the item, write as follows:

‘Program Puts Brake on Theft, Vandalism’, (Vertical File – Library, Australian International School Singapore) no publishing details available.

1. **WWW Resources**

**Author known**Author. (Date of publication). Title. [Online]. Available: URL [Accessed: date of access].

NB: You may need to scroll to bottom of work to find authors name and publication date.

**Example:**

Stump, K., & Batker, D.(1996). Sinking fast: how factory trawlers are destroying U.S. fisheries and marine ecosystems. [Online]. Available:

[http://www.greenpeace.org/~usa/reports/biodiversity/sinking\_fast/](http://www.greenpeace.org/~usa/reports/biodiversity/sinking_fast/%5b1997.November)  [Accessed: 6/1/2000]

**Author unknown**Sinking fast: how factory trawlers are destroying U.S. fisheries and marine ecosystems. (1996). [Online]. Available:

[http://www.greenpeace.org/~usa/reports/biodiversity/sinking\_fast/](http://www.greenpeace.org/~usa/reports/biodiversity/sinking_fast/%5b1997.November)  [Accessed: 6/1/2000]

With Thanks …

Adopted from various sources including Shailer Park State High School, Qld. Australia. (2000)